



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 11/3/75		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV - 4 1975 75-266 DEC 16 1975	
2. Agency Application No. DHR-12		3. Agency Name, Division & Administering Office Address Department of Human Resources Agency-Wide 47 Trinity Avenue Atlanta, Georgia 30334		4. Person in Contact William J. McDonald	
5. Working Title Records Mgt. Officer		6. Tel. No. 656-4976			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1968 - Present		9. Exact Series Title To Amend Standard # 207 and 74-421 Pharmacy Service, Receipt and Distribution of Controlled Substances Files			
10. What is the function of the office in which this record series is created? Agency-Wide Application					

1. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to maintaining control records governing the administration and dispensing of drugs to patient-clients in Georgia Department of Human Resources Institutions for all non-controlled drugs and all drugs listed in the controlled substance schedules of the Comprehensive Drug Abuse Prevention Act of 1970, Public Law 91-513, dated October 27, 1970 and the Georgia Controlled Substances Act, Chapter 79A Amended, 1974, and any amendments to said schedules.

Included but not limited to are various pharmacy records identifying name of substance, strength of substance, dosage form, date dispensed, adequate identification of patient and amount consumed. Files are usually categorized in the following manner;

(See Attached Sheet)

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				10	15
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				70	
Estimated Agency-Wide	20	30		This Year's	Last Year's
			AVERAGE DAILY REFERENCE	Including All Prior Years	All Prior Years
				10	1
					1
					0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [x] []
14. Is there a duplication of this series in another office or agency? [x] []
Identification of drugs prescribed are maintained in Patient's Chart (Medical Record)
15. Is the information contained in this series ever summarized or published? [] [x]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed? [x] []
Prescription would have to be rewritten.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? Some institution [x] []
pharmacies have computerized inventory, dispersal and receipt listing.
21. Does the record series contain documentation produced as EDP printout? Some [x] []
institution pharmacies have computerized inventory, dispersal and receipt listing.
22. Has the Federal Government issued instructions governing the retention/dispo- [x] []
sition of these files?
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 2-5 years:

- a. [x] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [x] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

See Attached Sheet

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [x] OTHER varies from institution to institution.

- Medical Prescription Files - Cut-off file at the end of the calendar or fiscal year; hold in pharmacy for 2 years; then destroy.
- Pharmacy Inventory, Distribution and Receipt Files - Cut-off file at the end of the calendar or fiscal year; hold in pharmacy for 2 years; then destroy.
- Pharmacy Drug Reference Files - Destroy when no longer needed for reference.
- Poison Dispersal Log (if applicable) - Cut-off file at the end of the calendar or fiscal year; hold in pharmacy for 5 years; then destroy.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
William J. McDonald DHR-RMO	11-4-75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [] Approved [] Disapproved		
	State Auditor/Designee [x] Approved [] Disapproved	William M. Dijk	12-11-75
	Secretary of State/Designee [x] Approved [] Disapproved	Canace Hart	12-10-75
	Attorney General/Designee [x] Approved [] Disapproved	PM Shedd	12-12-75

STATE RECORDS COMMITTEE